

## Ten Reasons For Volunteering With DOLI

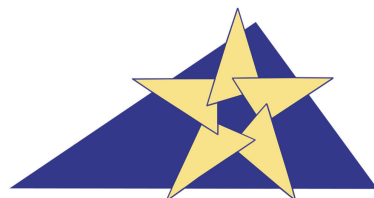
- ★ Professional skill development and work experience
- ★ Letter of reference for use in pursuing employment opportunities
- ★ Flexible scheduling
- ★ Intrinsic reward gained from contributing to an Agency dedicated to the health and safety of Virginia's workforce
- ★ Multiple learning opportunities
- ★ Customized programs & opportunities to fit your individual needs
- ★ Involvement in an environment dedicated to positive workplace climate and team spirit
- ★ Service recognition
- ★ Inclusion in DOLI's Agency-wide spirit events (baseball games, luncheons, holiday events, etc.)
- ★ Variety in each new day

**Don't Delay!**  
**Contact Us**  
**TODAY!**

## Contact Information

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& Volunteer Programs**  
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[www.doli.virginia.gov/humanresources/volunteer\\_page.html](http://www.doli.virginia.gov/humanresources/volunteer_page.html) for  
more detailed information about  
volunteer and internship  
opportunities.



Virginia Department of Labor  
& Industry



The Magic  
Starts With  
You!

**Volunteer &  
Internship Program**

Virginia Department of Labor  
& Industry

# Volunteer!

Join our volunteer team and share the excitement of knowing that you are making a valuable contribution to the Commonwealth of Virginia's workforce.

High school and college students to retirees share their time and talents in numerous positions throughout the Agency. Our volunteers are committed to making a difference in the lives of others.

We can  
customize an  
experience to  
meet your needs  
& interests.

## Volunteer & Internship Opportunities

We have something for everyone in locations across the State...

### ★ Clerical Volunteer

Offer administrative support for a variety of Agency divisions to include word processing, filing, receptionist duties, and others.

### ★ Communications Intern\*

Become familiar with the varied tasks, duties, and responsibilities associated with a career in communications & policy development & management.

### ★ Compliance Officer Volunteer/Intern

Provide administrative assistance to VOSH Program Compliance Officers to help expedite case file processing, production management, and inspection preparation through data entry, research, scheduling, word processing, presentation development, and participation in field inspections through photography and information gathering. Volunteers for this position must be at least 18 years of age or older.

### ★ Government Affairs Intern\*

Work directly with the commissioner and other executive management in an effort to learn about different areas of State government. The selected individual may work on special projects involving issues faced by the Agency, attend meetings regarding governmental topics, and research/follow pertinent legislation.

### ★ Human Resources Volunteer/Intern\*

Assist HR team members with all functions of the day-to-day operations within the Division to include benefits administration, recruitment, compensation and classification, clerical duties, volunteer administration, special event preparation, and training.

### ★ Labor & Employment Law Volunteer/Intern\*

Participate in the preparation, implementation, and support of the child labor and other wage and employment law programs as needed.

### ★ Legal Support Services Intern\*

Provide support services to the Division through conducting research, drafting documents, and implementing special projects in support of the Office of Occupational Safety and Health Compliance.

### ★ Regulatory & Policy Volunteer/Intern\*

Offer technical support for inherently governmental functions, such as records management, research issues relevant to Agency mandates, and assist with various other tasks as needed.

### ★ Research & Analysis Intern\*

Help Bureau of Labor Statistics team members with all functions of the day-to-day operations within the Division to include research projects, report development, and statistical data analysis.

\* Denotes opportunities only in Richmond, VA.

### ★ Special Events Volunteer

Welcome & orient guests, assist staff in presenting lectures, help in preparation & clean up of activities.

### ★ VOSH (Virginia Occupational Safety & Health) Directives Assistant Volunteer/Intern\*

Acquire hands-on experience with VOSH directives. Opportunities include researching existing directives, reviewing how other states are handling specific issues, and assisting with the creation and/or revision of these documents.

### ★ VOSH (Virginia Occupational Safety & Health) Special Assistant Volunteer/Intern\*

Acquire hands-on experience working directly with the Assistant Commissioner of Programs and other executive management in a move to restructure the VOSH Apprenticeship Program. Opportunities include the development and implementation of a digital, state-wide recordkeeping system; input into the restructuring of the Division for more efficient and effective business operations; and creation of a comprehensive matrix to aid in keeping up-to-date with federal policy and program changes.

### ★ VPP (Voluntary Protection Program) Volunteer

Help DOLI staff review documents that describe or verify the designated worksite's safety and health management system, tour the worksite to ensure the system's operational effectiveness, and interview employees and contractors. Volunteers for this position must be at least 18 years of age.